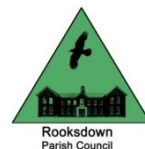


ROOKSDOWN PARISH COUNCIL



MINUTES OF THE MEETING ROOKSDOWN PARISH COUNCIL
held in the ROOKSDOWN COMMUNITY CENTRE, ROOKSDOWN
on MONDAY 25th January 2016 AT 7.45 PM

	In Attendance	Apologies	Absent
Cllr Mahoney (Chairman)	✓		
Cllr Botten	✓		
Cllr Cook	✓		
Cllr Lovett (Vice Chairman)	✓		
Cllr Mason	✓		
Cllr Mrs Tarrant	✓		
Cllr Mrs Wintle-Camp		✓	
Cllr Payne	✓		
Cllr Jenkins	✓		

Also in attendance: Mrs K Ross - Clerk, County Councillor Stephen Reid, Borough Councillor Simon Bound

001/16	<p>To receive and accept apologies for absence Apologies were received and accepted from Cllr Mrs. Wintle-Camp</p>
002/16	<p>To receive and note any declarations of pecuniary interest relevant to the agenda There were no declarations of pecuniary interest relevant to the agenda received</p>
003/16	<p>The Chairman to sign as a correct record the minutes of the Rooksdown Parish Council meeting held on 23rd November and 7th December 2015 The Chairman signed as a correct record the minutes of the Rooksdown Parish Council meeting held on 23rd November and 7th December 2015</p>
004/16	<p>To open the meeting to members of the public <i>Standing orders will be suspended for this item</i> There were no members of the public in attendance</p>
005/16	<p>To receive reports from: Sebastian Wilde (Handyman) The verbal report was NOTED Chairman to Rooksdown Parish Council The verbal report was NOTED Clerk to the Parish Council The verbal report was NOTED County Councillor The verbal report was NOTED Borough Councillor The verbal report was NOTED Rooksdown Community Centre The verbal report was NOTED CSPO There was no CSPO in attendance</p>

006/16	<p>To note the current financial situation and to sign the bank statements The current financial situation was NOTED and can be found as Appendix A. The bank statements reconciled and signed.</p>																																																																											
007/16	<p>To agree the 2016/17 Budget The 2016/17 Budget was agreed and can be found as Appendix B</p>																																																																											
008/16	<p>To agree the Precept for 2016/17 It was RESOLVED that the Precept was £27,330 for 2016/17, on a proposal by Cllr Mahoney and seconded by Cllr Lovett. All members voted unanimously to accept this resolution.</p>																																																																											
009/16	<p>To complete and sign the Precept request and Grant forms The Precept request and Grant forms were completed and signed.</p>																																																																											
010/16	<p>To consider and agree requests for Payments The payments listed below were approved for payment.</p> <table border="1" data-bbox="437 898 1565 1496"> <thead> <tr> <th>FOR</th> <th>ITEM</th> <th>AMOUNT</th> <th>INVOICE NO</th> <th>METHOD</th> </tr> </thead> <tbody> <tr> <td>Microsoft</td> <td>Web services</td> <td>£457.56</td> <td></td> <td>E Payment</td> </tr> <tr> <td>HMRC</td> <td>Tax and Ni</td> <td>£150.90</td> <td>December</td> <td>E Payment</td> </tr> <tr> <td>Staff</td> <td>Salary</td> <td>£440.00</td> <td>December</td> <td>E Payment</td> </tr> <tr> <td>Staff</td> <td>Salary</td> <td>£680.44</td> <td>December</td> <td>E Payment</td> </tr> <tr> <td>Staff</td> <td>Expenses</td> <td>£248.13</td> <td>December</td> <td>E Payment</td> </tr> <tr> <td>Staff</td> <td>Salary</td> <td>£680.44</td> <td>January</td> <td>E Payment</td> </tr> <tr> <td>Staff</td> <td>Salary</td> <td>£440.00</td> <td>January</td> <td>E Payment</td> </tr> <tr> <td>SLCC</td> <td>Membership</td> <td>£149.00</td> <td></td> <td>E Payment</td> </tr> <tr> <td>HMRC</td> <td>Tax and Ni</td> <td>£150.00</td> <td>January</td> <td>E Payment</td> </tr> <tr> <td>OST Tech</td> <td>Speedwatch Equipment</td> <td>£22698.80</td> <td>142762</td> <td>E Payment</td> </tr> <tr> <td>Staff</td> <td>Expenses</td> <td>£40.51</td> <td>January</td> <td>E Payment</td> </tr> <tr> <td>RCA</td> <td>Room Hire (25/01/16)</td> <td>£34.00</td> <td>6</td> <td>E Payment</td> </tr> <tr> <td>RCA</td> <td>Room Hire (04/01/16)</td> <td>£27.50</td> <td>13</td> <td>E Payment</td> </tr> <tr> <td>RCA</td> <td>Room Hire (19/01/16)</td> <td>£10.00</td> <td>22</td> <td>E Payment</td> </tr> </tbody> </table>	FOR	ITEM	AMOUNT	INVOICE NO	METHOD	Microsoft	Web services	£457.56		E Payment	HMRC	Tax and Ni	£150.90	December	E Payment	Staff	Salary	£440.00	December	E Payment	Staff	Salary	£680.44	December	E Payment	Staff	Expenses	£248.13	December	E Payment	Staff	Salary	£680.44	January	E Payment	Staff	Salary	£440.00	January	E Payment	SLCC	Membership	£149.00		E Payment	HMRC	Tax and Ni	£150.00	January	E Payment	OST Tech	Speedwatch Equipment	£22698.80	142762	E Payment	Staff	Expenses	£40.51	January	E Payment	RCA	Room Hire (25/01/16)	£34.00	6	E Payment	RCA	Room Hire (04/01/16)	£27.50	13	E Payment	RCA	Room Hire (19/01/16)	£10.00	22	E Payment
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011/16	<p>To consider and agree a website design It was RESOLVED That design no five at a cost of \$75.00 would be the Parish Council's preferred website. Proposed by Cllr Botten and seconded by All members voted unanimously to accept this resolution. All options can be listed as Appendix C</p>																																																																											
012/16	<p>To consider and agree on the costing of website and logo It was RESOLVED that Logo 3 would be used as the Parish Council's preferred logo at a cost of \$99.00. Pro as a High Resolution Image (JPG, PDF, PNG) Logo Editing – edit logo at anytime Custom size download</p>																																																																											

	<p>Vector File</p> <p>Graphic Protection (our graphic will be removed from the database)</p> <p>Proposed by Cllr Lovett and seconded by Cllr Payne. All members voted unanimously to accept this resolution.</p> <p>All options can be listed as Appendix D</p>
013/16	<p>To agree whether there should be a Rooksdown Fireworks display in November 2016</p> <p>It was RESOLVED</p> <p>that the Parish Council would support in principle a Rooksdown Fireworks display on 5th November 2016 and that it will be organised by a Community group. Proposed by Cllr Mrs. Tarrant and seconded by Cllr Lovett. All members voted unanimously to accept this resolution.</p>
014/16	<p>To receive an update from Cllr Mrs. Tarrant on Pension Provision for the Clerk.</p> <p>Cllr Mrs. Tarrant updated the Council on the Pension provision.</p> <p>It was RESOLVED</p> <p>that the Parish Council would offer any employees a NEST pension provision. Proposed by Cllr. Mrs. Tarrant and seconded by Cllr Lovett. All members voted unanimously to accept this resolution.</p>
015/16	<p>To consider the PC having a Twitter Account</p> <p>It was RESOLVED</p> <p>that the PC would have a Twitter Account and it would be launched imminently. It would be administered by the Communication Committee Proposed by Cllr Lovett and seconded by Cllr Botten. All members voted unanimously to accept this resolution.</p>
016/16	<p>To consider installing some flower beds at the entrance to Rooksdown at a cost not exceeding £2000</p> <p>It was RESOLVED</p> <p>that the Parish Council would install some flower beds at the entrance to Rooksdown at a cost not exceeding £2000. Proposed by Cllr Mahoney and seconded by Cllr Lovett. All members voted unanimously to accept this resolution.</p>
017/16	<p>To note correspondence from Maria Miller regarding commemoration plaque</p> <p>The correspondence from Maria Miller regarding commemoration plaque was NOTED</p> <p>Members were requested to consider the correspondence and bring any ideas to the February meeting.</p>
018/16	<p>To confirm the date of the next meeting</p> <p>The date of the next meeting was agreed as 22nd February 2016, The date of March meeting will be held on 4th April and the date of Parish Assembly will be held on Monday 25th April 2015</p>

019/16	<p>To consider confidential matters under schedule 12A of the Local Government Act 1972.</p> <p>The Parish Council discussed the appointment of the new Parish Clerk. The appointment, the offer, the salary and other terms and conditions were ratified unanimously by the Parish Council.</p> <p>It was agreed that the mobile phone contract would be cancelled, the contract for the landline that had been installed at the Community Centre be terminated & phone line removed and that the Parish Council would contribute 50% to the telephone line currently rented by Dummer Parish Council.</p>
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There being no other business the meeting finished at 10.40pm

Appendix A
Current Financial Situation

November Monthly Sheet			
	Balance Bought Forward		64,157.75
	Interest		2.67
	HMRC		171.13
	HMRC		121.40
			64,452.95
FPO	HMRC	Tax and NI	150.90
FPO	Staff	Salary	680.44
FPO	RCA	Grant-Over 55	900.00
FPO	RCA	Grant	200.00
FPO	Microsoft	Licence	457.56
FPO	Talk Mobile	Mobile Phone	10.00
FPO	Prontoprint	Newsletter	258.00
FPO	Staff	Expenses	168.34
FPO	Staff	Salary	440.00
FPO	Viking	Stationery	52.05
FPO	HMRC	Tax and NI	35.70
			3,352.99
	Balance as at 30th November 2015		61,099.96
		Current Account	8199.6
		Savings Account	52900.36

	Balance Bought Forward		61,099.96
	Interest		2.19
			61,102.15
	Staff	Salary	440.00
	HMRC	Tax	150.90
	Staff	Salary	680.44
	Staff	Expenses	248.13
	Talk Mobile	Mobile Phone	10.00
	OST Technology	SID sign	2,698.80
			4,228.27
	Balance as at 31st December 2015		56,873.88
		Current Account	8,971.33
		Savings Account	47902.55

ROOKSDOWN PARISH COUNCIL						
SUMMARY RECEIPTS & PAYMENT ACCOUNT						
3rd QUARTER ENDED 31 DECEMBER 2015						
						Figures shown
Annual Budget	Actual-v-Budget					exclusive of VAT
RECEIPTS						
27330	100%	Precept				13,665.00
15	134%	Bank Interest				7.10
5431	72%	Other				311.44
TOTAL RECEIPTS						13,983.54
PAYMENTS						
15500	57%	Net Salaries & Allowances (Oct-Dec 15)				4,027.75
0		HCC - Pension Contributions (e'ers & e'ees)				-
0		Clerk's Expenses Net VAT (Oct-Dec 15)				-
4100	62%	Administration				1,162.41
0		Chairman's Allowance				-
750	0%	Repairs & Maintenance				-
500	97%	Insurance Premium				-
0		Grants & Donations:				200.00
10000	9%	Section 137				900.00
250	14%	Training				-
600	79%	Hall Hire				-
300	108%	Audit Fees				-
930	102%	Subscriptions				-
0		Publications (LCR)				-
4000	0%	Events				-
0		Other B				-
0		Miscellaneous				2,964.00
0		VAT on payments				644.47
36,930.00						9,898.63
BALANCE BROUGHT FORWARD on 01/10/15						52,788.97
ADD Total Receipts (as above)						13,983.54
LESS Total payments (as above)						9,898.63
Balance Carried forward 31/12/15						56,873.88
These cumulative funds are represented by:						
Current Account Balance						8,971.33
Less: Cheques drawn but not debited as at 31.12.15 (nos.)						-
Deposit Bank Account Balance						47,902.55
Other Account						-
						56,873.88
Responsible Finance Officer for Rooksdow Parish Council						

Appendix C

Website Options

Option 1 - <http://www.templatemonster.com/demo/54741.html>

Option 2 – <http://demo.energizethemes.com/novel/>

Option 3 - http://joomla.vinagecko.com/templates/?template=vina_world#

Option 4 - <http://www.example.parishcouncil.net/>

Option 5 - <http://newsite.rooksdwn.org.uk>

Appendix D
Logo Options

